



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.
PARKER, ARIZONA 85344
(928) 669-1320 • Fax (928) 669-5263
Eldred Enas, Chairman

February 10, 2010

#21-2010

-VACANCY ANNOUNCEMENT-

POSITION: ACCOUNTING CLERK

DEPARTMENT: ACCOUNTING

SALARY: \$13.00 HOURLY

CLOSING DATE: OPEN UNTIL FILLED

DUTIES: Accounting clerk will be under the direct supervision of the Staff Accountant. The position will be responsible for the primary back-up for Accounts Payable and Cashier. Responsible for assisting A/P Clerk with data entry of A/P invoices for bi-weekly check run requirements. Responsible for obtaining proper authorization for approval of: invoices, printing checks, and obtaining signatures on checks. Responsible for maintaining filing system for accounts payable records. Performs other duties as assigned that can be reasonably expected to promote the operation and efficiency of the Accounting Department.

REQUIREMENTS:

- Must have general knowledge of accounting practices.
- Must have strong verbal and written communication skills.
- Ability to maintain high confidentiality.
- Good organizational skills.
- Good interpersonal and teamwork skills.
- Accurate and detail-oriented.
- Good problem solving skills.
- Basic computer skills with experience in word processing and excel spreadsheets.
- Ability to use appropriate communication skills for the situation, follow directions, be consistently punctual, work well with co-workers and the public. Present them self in an appropriate manner.

APPLY AT:

**C.R.I.T. HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

OR

FOR APPLICATION VISIT: <http://www.crit@nsn.gov>

Under Title VII of the Civil Rights Act Sections 701(b) and 703 (i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled CRIT members who qualify toward all employees or applicants based on race, color, sex, religion or national origin. Pre-employment drug screening enforced.

CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.

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Human Resources

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PARKER, ARIZONA 85344

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Eldred Enas, Chairman

February 9, 2010

VACANCY ANNOUNCEMENT

#20-2010

DEPARTMENT: MUSEUM

POSITION: SECRETARY

SALARY: \$8.00 PER HOUR

CLOSING DATE: WEDNESDAY FEBRUARY 24, 2010 AT 5:00 P.M.

DUTIES and FUNCTIONS:

Under the direct supervision of the Museum Director, the incumbent assists the Director in the daily administration of the museum. These duties include processing mail, answering the telephone, filing, drafting letters and documents, interfacing with other tribal government components to ensure compliance and functioning of museum with existing policies and procedures, order supplies, process travel, prepare time cards, and other duties as assigned.

MINIMUM EDUCATION REQUIREMENT:

High School diploma or its equivalent is required for this position. Some college level coursework in business or administration is preferred.

REQUIRED SKILLS and ABILITIES:

Working knowledge of Microsoft Word and Excel is required. Must be able to type at least 40 wpm. Two years of administrative experience is required. The ability to effectively communicate in written and spoken English as well as a pleasing personal demeanor is required. Applicant must have a valid Driver's License. This position requires both a sense of organization and attention to detail that must be demonstrated in previous work experience. Applicant must be able to follow a regular work schedule and complete assignments within allotted frame.. Regular work attendance is required. Pre-employment Drug Screening.

For Employment Application visit: <http://crit-nsn.gov>
or

Apply at: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344

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Human Resources

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Eldred Enas, Chairman

February 8, 2010

19-2010

-DEPARTMENT IN HOUSE VACANCY-

DEPARTMENT: CAREER DEVELOPMENT
POSITION: ADMINISTRATIVE ASSISTANT
SALARY: D.O.E
CLOSING DATE: Monday, FEBRUARY 22, 2010

DUTIES: Incumbent assists the Career Development Specialist in providing personal services to prospective tribal applicants in the; Boarding School, Adult Vocational Training, and Higher Education programs. This includes, but is not limited to assisting applicants for applying for Tribal and Contract funds, along with other resources of funding including the Pell Grants, Tuition Grants, Scholarships, Fellowships, etc, the incumbent also establishes and maintains confidential client files for each program. Incumbent is also responsible for the general office routing procedures, performs clerical and secretarial duties in connection with the work. Incumbent will also act as Department Head in absence of the Career Development Specialist.

REQUIRMENTS: High School or GED graduate. At least (2) years of college work toward a degree. Willing to work late after hours providing transportation for tribal students. Willing to engage in extensive travel. In absence of Specialist, Attend Education Committee meetings and Tribal Council meetings as a representative of the Career Development Office. Solid knowledge of grammar, spelling, and math. Some computer experience required. Valid driver's license required.

APPLY AT:
C.R.I.T. HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROADPARKER, ARIZONA 85344
OR
FOR APPLICATION VISIT: <http://www.critonline.com>

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Eldred Enas, Chairman

FEBRUARY 1, 2010

VACANCY ANNOUNCEMENT

#18-2010

DEPARTMENT: C.R.I.T. Farms

POSITION: C.R.I.T. Farms Rake Operator (2) POSTIONS

WAGE/SALARY: D.O.E. (Depending On Experience)

CLOSING DATE: Tuesday February 16, 2010

DUTIES:

1. Employee must have knowledge of job, be able to determine when is to wet or to dry to rake.
2. Must be able to troubleshoot any problem that may occur on tractor and must be able to fix the problem.
3. Must be able to weld on tractor and implement
4. Must be able to lift a minimum of 50 (fifty) pounds and be in good physical condition.
5. Must be able to maintain and keep working area clean.
6. Must have reliable transportation.
7. Must be able to complete and submit timecard to Supervisor on a daily basis.
8. Must be able to perform other duties as assigned by Supervisor.

MINIMUM EDUCATION REQUIREMENTS:

Applicant must have a High School Diploma or GED and/or at least 3 years of experience operating farm equipment.

REQUIRED SKILLS:

Prior experience preferred. Must have knowledge in repairs and maintenance and must have basic tools. Must be able to weld on any farm equipment or any implement. Must be able to follow Supervisor's directions, when instructed to perform other duties.

APPLY AT:

C.R.I.T. HUMAN RESOURCE DEPARTMENT

26600 MOHAVE ROAD

PARKER, ARIZONA 85344

OR

FOR APPLICATION VISIT: <http://www.critonline.com>

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Eldred Enas, Chairman

February 1, 2010

V A C A N C Y A N N O U N C E M E N T

#17-2010

DEPARTMENT: CRIT FARMS

POSTION: TRACTOR OPERATOR

SALARY: D.O.E. (Depending On Experience)

CLOSING DATE: FEBRUARY 16, 2010

DUTIES:

1. Employee must be able to repair machinery and equipment as needed.
2. Must be able to troubleshoot any problem that may occur on truck and must be able to fix the problem.
3. Must be able to weld on any type of farm equipment and implements.
4. Must be able to lift a minimal of 50 pounds and be in good physical condition.
5. Must be able to maintain and keep a good working area clean.
6. Must have reliable transportation.
7. Must be able to complete and submit timecard to Supervisor on a daily basis.
8. Must be able to perform other duties as assigned by Supervisor.

MINIMUM EDUCATION REQUIREMENTS:

Applicants must have a High School Diploma or GED and/or at least 3 years of experience operating farm equipment.

REQUIRED SKILLS:

Prior experience preferred. Must have knowledge in repairs and maintenance and must have basic tools. Must be able to weld on any farm equipment or any implement. Must be able to follow Supervisor's directions, when instructed to perform other duties.

For Employment Application visit: <http://www.critonline.com>

Or

Apply at: CRIT Human Resource Department

26600 Mohave Road

Parker, Arizona 85344

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Eldred Enas, Chairman

February 1, 2010

VACANCY ANNOUNCEMENT

#16-2010

DEPARTMENT: CRIT Farms Irrigation

POSITION: Irrigator

WAGES/SALARY: \$7.50/hour

CLOSING DATE: TUESDAY FEBRUARY 16, 2010

SUMMARY:

An irrigator will be responsible for water control in the farm ditches and fields. Irrigator will be required to be at the job site at all times until shift changes or completes job.

An irrigator must report to the immediate supervisor on a daily basis or at shift change for reports.

DUTIES:

1. Stay on job site when irrigation water is running.
2. Monitor chemical water runs, fertilizers, herbicides, etc.
3. Must be able to shovel all day.
4. Must be able to handle two or more heads of water at one time.
5. Must be aware of field conditions due to aerial or ground applications, reentry period and so forth.
6. Closely monitor water runs during high peak consumptions and especially not to build excess tail water or "ponding up".
7. Responsible for any hand tools issued out.
8. Must move from one supervisor to another for other job duties available.

REQUIREMENTS:

High School Diploma/GED and/or at least 5 years experience in irrigation. Must be able to follow supervisor's instructions, write legibly, communicate with ditch riders. Must also have reliable transportation and a telephone.

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Parker, Arizona 85344

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Eldred Enas, Chairman

February 1, 2010

#15-2010

VACANCY ANNOUNCEMENT

DEPARTMENT: CRIT LAW & ORDER

POSITION: PATROL OFFICER

SALARY: \$18.18/HR. (\$37,805.04)

CLOSE: OPEN UNTIL FILLED

DUTIES:

Under the supervision of a Sergeant preserves the public peace, protects life, and property. Prevents crime, enforces the laws of the Tribe and the State Governments. Arrests offenders, recovers property, and works cooperatively with Federal, State, County, City, and Tribal Police Agencies. Provides appropriate enforcement service. In executing the above, the Patrol Officer may be required to work rotating shifts, know applicable tribal, state and federal laws. Have knowledge of jurisdiction issues, and be prepared to deal with any form of emergency which threatens life. Be well schooled in the use of communication and enforcement equipment and be ready to use it in a concise, appropriate manner as describes by the situation. Officer must conduct themselves at all times in a proper manner, according to the rules and regulations of the Tribes and Arizona Peace Officers Standards and Training. Officers must maintain the strictest confidence in all that is hard and known through the position. Other duties may be assigned at the discretion of the Supervisor or Chief of Police to fulfill the Departments objectives or goals.

REQUIREMENTS:

AZ Post certification preferred. If not AZ POST certified must attend and satisfactorily complete a 17 week police academy for training. Applicant must be 21 years of age, have a valid Arizona driver's license. Have a high school diploma or GED. Must pass a general education written test, oral interview, a drug screen, a polygraph (lie detector) test, psychological test, medical exam, physical fitness test, and pass an extensive background investigation.

APPLY AT

C.R.I.T. HUMAN RESOURCES DEPARTMENT

26600 MOHAVE ROAD

PARKER, ARIZONA 85344

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Eldred Enas, Chairman

February 1, 2009

Vacancy Announcement

14-2010

POSITION: JOHNSON O' MALLEY COORDINATOR

SALARY: D.O.E.

CLOSE: MARCH 4, 2010

SUMMARY: Administers supplemental financial assistance and serves as an advocate for children in supporting these programs in public schools, designed to meet the specialized and unique educational needs of eligible Native American children attending schools on or near the Colorado River Indian Reservation. This position receives supervision and guidance from the Johnson O' Malley Indian Education Committee (IEC) and the Tribal Education Committee.

DUTIES: Administers supervisory direction and guidance to the designated JOM Staff in identifying, assessing, developing, and implementing youth interest in specific educational, cultural, community, social and personal growth development programs.

2. Administers and monitors JOM, Tribal, and Grant Contracts, to include private funding.

3. Works closely with the Parker Unified School District in the development of the summer school program, assuring that a cultural curriculum program is included.

4. Provides training on all JOM and educational issues to the IEC, parents and youth, Develops training material when appropriate.

5. Works with local, state, and federal agencies in coordinating public education projects for JOM program activities.

6. Prepares and provides to the Education Committee all material required for monthly or special meetings.

7. Must have a Bachelor of Arts degree in Education or working towards obtaining one, and (2) years administrative work experience.

8. Must have working knowledge of the Johnson O' Malley Program and Public Law 93-638 Contracts.

9. Must possess supervisory skills.

10. Must be able to work effectively and harmoniously with staff, IEC, parents, guardians, youth, the public, and Tribal Officials.

11. Must be knowledgeable of basic accounting principles and fundamentals of fundraising.

12. Must place fingerprints on file with law enforcement agencies as required by Federal law as employment requires contact with children.

**APPLY: CRIT Human Resources Dept.
26600 Mohave Road
Parker, Az 85344**

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CRIT Offers Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.

Pre-Employment Drug Screening.



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Eldred Enas, Chairman

January 25, 2010

VACANCY ANNOUNCEMENT

#07-2010

DEPARTMENT: HEALTH SERVICES- SOCIAL SERVICES PROGRAM
POSITION: SOCIAL SERVICES MANAGER
SALARY: \$23.44-\$39.67 PER HOUR (DOE)
CLOSING DATE: OPEN UNTIL FILLED

INTRODUCTION:

This position is a Social Worker performing duties as a provider and mid-management level manager responsible for the day to day operation and supervision of the Office of Social Service (OSS), Department of Health and Social Services (DHSS). As a provider, responsible for case management of comprehensive services, including child welfare, foster care services, adult institutional care, general assistance, Individual Indian Monies accounts, and other social services functions. As a manager, provide direction, guidance and supervision to the OSS Staff. The incumbent is supervised by, receives guidance from, and reports directly to the Executive Director, DHSS.

DUTIES and RESPONSIBILITIES: (THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE.)

Plan, implement and coordinate methods for service delivery consistent with Colorado River Indian Tribe regulations, standards, programmatic policies and procedures, the Health Insurance Portability and Accountability Act (HIPAA), and other applicable standards. Provide direct and indirect assistance to families; adults, and children, maintain a client caseload of the more difficult and complex cases with emphasis on geriatric and medical cases; and exercise independent judgment and decision-making in reviewing and assigning cases to staff.

Perform and oversee staff case management through comprehensive assessments of client needs. Establish and oversee case plans in accordance with level of functioning. Establish and maintain time schedules, monitor progress of ongoing cases, and personal home and/or institutional visitations. Establish and maintain cooperative and collaborative relationships with other providers and/or service agencies, including, DHS programs, CRIT service departments/offices, CRIT Office of the Attorney General, Indian Health Services, institutional care providers/centers, foster care providers, schools, Regional Behavioral Health Agencies, etc., and other service agencies/providers. Incumbent may serve on intra-departmental committees and local inter-agency forums, boards, workgroups, and task teams.

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Conduct periodic quality assurance reviews of client records consistent with oversight agency standards and DHSS policies and participate in annual programmatic reviews conducted by funding and oversight agencies. Participate in OSS Staff meetings, intra-programmatic case staffing, and case staffing with DHSS programs and other and other service agencies/providers on a regular basis, or as requested. Responsible for effective utilization of available tribal or public resources by preparing annual programs/project operating funding proposals, special needs budgets, goals and objectives, work plans, and operating and supporting documents.

Implement financial management controls in compliance with Federal, Tribal, and project statutes, regulations, and/or codes. Conduct analysis of project expenditure trends; reconcile actual expenses to project expenses (cuff account); and initiate budget modifications, as necessary, consistent with approved budget plans, scope of work, and financial management standards. Implement and conduct progress reviews of goals and objectives, planned further activities work plan, time lines, compliance with project standards, etc., and initiate modifications, as necessary, to work plans in order to achieve goals and objectives.

Prepare and submit timely, current and accurate monthly quarterly, semi-annual, and annual progress reports, periodic evaluation, and status reports, home studies, case summaries and other required records/reports. Establish and maintain programmatic policies and procedures, guidelines, and standards of operation. Establish and manage client records management system in compliance with HIPAA. Perform supervisory functions, such as, staff schedules and assignments, on going performance evaluation, individual development plans, comprehensive orientation for incoming staff, and general compliance in accordance with standards of the Colorado River Indian Tribes Employee Handbook.

On-call, crisis intervention, and irregular hours may be required. May perform other duties and assignments as directed within the scope of project activities and/or duties and responsibilities.

EDUCATION and EXPERIENCE REQUIREMENT:

Successful completion of studies for Master of Social Work (MSW), or related field, from an accredited college, or university. Minimum of two (2) years of full time work experience, including one (1) year supervision, in social work, or related field. Possess a valid state vehicle driver's license.

KNOWLEDGE, SKILLS and ABILITIES REQUIRED: Comprehensive knowledge of social services concepts, principles, and practices. Applied knowledge of administrative and supervisory concepts, and principles. Knowledge of federal, state, local, and CRIT laws, codes, and regulations governing the social service programs, with emphasis on the 25 CFR(Code of Federal Regulations), US Bureau of Indian Affairs regulations, the Indian Child Welfare Act and the Health Insurance Portability and Accountability Act, and general social services policies and procedures. Familiar with resources and services available from social services agencies (e.g. AHCCCS, ALTCS, SSA, etc.) Possess organizational skills, ability to function independently, demonstrated oral and written communication skills, and



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Human Resources

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Eldred Enas, Chairman

January 25, 2010

#13-2010

VACANCY ANNOUNCEMENT

DEPARTMENT: LAW & ORDER
POSITION: COMMUNICATIONS SUPERVISOR
SALARY: \$15.38 (\$31,990.40)
CLOSING DATE: MONDAY, MARCH 01, 2010 @ 5:00 P.M.

EMERGENCY DISPATCH SUPERVISOR

JOB DESCRIPTION

The incumbent is under the direction of the Deputy Chief of Police; incumbent exercises and delegates technical and supervisory responsibilities to plan, direct implement, evaluate, and coordinate the Communication function of the Tribal Law Enforcement program. The incumbent performs supervisory personnel management and grants leave requests. The incumbent supervises four shifts of twelve hours per shift which provides services seven days a week, twenty-four hours per day. The incumbent structures assignments and assigns work subordinates based upon priorities and deadlines, selects employees in advance of performance expectations. The job also requires independent judgment and on the spot decisions on critical and non-critical matters.

JOB DUTIES

- Coordinates the activities of subordinates; receives emergency and non-emergency calls for service; dispatches appropriate response unit to investigate or respond.
- Relays pertinent information in a factual and concise manner; relays instructions or inquiries from remote units.
- Monitors security cameras, and fire and intrusion alarms, and dispatches agencies response accordingly.
- Operates computer terminal to obtain vehicle and criminal record information; enters data from officer reports to CARS System.
- Serves as the System Security Officer for the Department maintaining audit records and files for the Arizona Criminal Justice Information System.
- Encodes report logs of police activities and enter the information to the CARS System.
- Monitors teletype messages and relays important information to officers.

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GENERAL COUNSEL

- Trains new personnel and arranges additional training seminars or workshops in accordance with personnel policy.
- Resolves problems and questions presented by Police Communications regarding work methods or proper procedures to follow.
- Recommends procedural changes to supervisor, setting up approved changes and communicates changes to all staff affected; including in-service training.
- Knowledge of police radio dispatch procedures
- Knowledge of personnel management
- Skill in setting priorities and handling high-pressure situations
- Ensures compliance with Departmental Policies and Procedures for Communication operations
- Coordinates and provides quarterly in-service training for Communication staff.
- 911 Certified
- CPR Certified

EXPERIENCE and EDUCATION REQUIREMENTS:

At the minimum, the applicant must possess a diploma of graduation from an accredited High School (or GED equivalent)

SECURITY CLEARANCE and BACKGROUND REQUIREMENTS:

In accordance with Public Law 101-630, Indian Child Protection and Family Violence Prevention Act of 1990, the applicant must successfully complete a thorough background investigation and successfully complete a drug screening, prior to appointment. The background investigation will include: applicant screening, criminal history check, credit check, work history check, education check, fingerprint check, oral board review, and polygraph test.

**SUBMIT COMPLETED APPLICATION TO:
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

or

FOR APPLICATION VISIT: <http://www.crit@nsn.gov>

UNDER THE TITLE VII OF THE CIVIL RIGHTS ACT SECTION 701(b) AND 703(i) EXPLICITLY EXEMPTS FROM COVERAGE THE PREFERENTIAL EMPLOYMENT OF INDIANS BY INDIAN TRIBES. THEREFORE, CRIT ACKNOWLEDGES AND EXTENDS PREFERENTIAL TREATMENT TO CRIT MEMBERS WHO QUALIFY TOWARD ALL EMPLOYMENT OPPORTUNITIES; OTHERWISE, CRIT DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS BASED ON RACE, COLOR, SEX, RELIGION OR NATIONAL ORIGIN.



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Eldred Enas, Chairman

January 25, 2010

#12-2010

VACANCY ANNOUNCEMENT

DEPARTMENT: DEPARTMENT OF HEALTH SERVICES
POSITION: COMMUNITY HEALTH REPRESENTATIVE (2) POSITIONS
SALARY: \$9.00 - \$15.00 (\$18,720 - \$31,200)
CLOSING DATE: OPEN UNTIL FILLED

INTRODUCTION:

This position is under the direction of the CHR Manager. During the initial period of hire the incumbent will be responsible for transporting clients, dialysis patients, elderly and the sick to appropriate medical and health care facilities. After completion of probation period, and CHR basic training the incumbent will perform home health surveillance, a variety of health outreach services, case find, case management, and transportation services to American Indians and Alaska Natives (AI/AN) residing on or near the Colorado River Indian Reservation.

DUTIES and RESPONSIBILITIES:

(THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE)

The incumbent will maintain and complete timely and accurate documentation of daily activities, client transportation, or other activities performed with defined duties and responsibilities, through use of designated forms, such as, internally generated forms, or the HIS PCC (Patient Care Component) form. Assist in a variety of home health care services, education, counseling, community outreach, public health functions, and non-emergency transports.

Transport, or make arrangements for transport, of clients who are in need of transportation to medical providers and/or health facilities, within the scope of priorities defined by programmatic protocol and client needs. Transport includes:

- Clients to obtain prescribed medication, or delivery of prescribed medications;
- Safety of passengers during transport, for example, assuring proper use of safety seat restraints, infant seat restraints, abiding by traffic laws, etc.; and
- Service of vehicle by checking oil, lubricant and fluid levels, scheduling routine preventive maintenance services, and immediately reporting service or repair needs.

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Establish and maintain individual case files in accordance with prescribed protocol and/or standards. Collect data and information as required for entry into data management system(s), such as, the Indian Health Service (IHS) Resources and Patient Management System (RPMS) and Arizona Health Care Cost Containment System (AHCCCS). Conduct community outreach and case fine through screening during home visitation, community activities, or public health forums to identify cases of individuals or families in need of services or assistance, and provide assistance or referrals as determined. The incumbent may perform other duties as assigned within the scope of the position or CHR Program.

QUALIFICATIONS, KNOWLEDGE, SKILLS and ABILITIES:

High School diploma or GED (General Equivalency Degree) equivalent; possess valid First Aide and CPR (Cardio Pulmonary Resuscitation) certification, or obtain certification within three (3) months of employment; possess valid Arizona State Driver's License; submit to driving history check, agree in writing to CRIT Confidentiality Statement and Alcohol and Drug Policy. Maintain confidentiality in accordance with the Federal Health Insurance Portability and Accountability Act (HIPAA). Establishing and maintaining effective relationships with clients, community members, tribal officials, representatives of health and resource agencies, the public in general and other contacts. Effectively communicate orally and in writing. Lift heavy objects up to 75 pounds, such as wheelchair.

**SUBMIT COMPLETED APPLICATION TO:
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

or

FOR APPLICATION VISIT: <http://www.crit@nsn.gov>

UNDER THE TITLE VII OF THE CIVIL RIGHTS ACT SECTION 701(b) AND 703(i) EXPLICITLY EXEMPTS FROM COVERAGE THE PREFERENTIAL EMPLOYMENT OF INDIANS BY INDIAN TRIBES. THEREFORE, CRIT ACKNOWLEDGES AND EXTENDS PREFERENTIAL TREATMENT TO CRIT MEMBERS WHO QUALIFY TOWARD ALL EMPLOYMENT OPPORTUNITIES; OTHERWISE, CRIT DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS BASED ON RACE, COLOR, SEX, RELIGION OR NATIONAL ORIGIN.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

January 25, 2010

#11-2010

VACANCY ANNOUNCEMENT

DEPARTMENT: DEPARTMENT OF HEALTH SERVICES
POSITION: COMMUNITY HEALTH REPRESENTATIVE SECRETARY
SALARY: \$9.94-\$15.00 (\$20,675-\$31,200)
CLOSING DATE: OPEN UNTIL FILLED

INTRODUCTION:

This position is located in the Community Health Representative (CHR) program of the Department of Health Services. The incumbent provides clerical, secretarial, data input, and support to management of the CHR program. The position is supervised by and receives guidance and direction from the CHR Manager.

DUTIES and RESPONSIBILITIES:

(THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE)

- Prepare draft or final manuscripts, correspondence, reports, and other documents on behalf, or as delegated by the CHR Manager, consistent with Federal, Tribal state or other funding agency contractual provisions and/or standards.
- Establish and maintain a system of filing records, correspondence, and other historical information generated for and on behalf of the CHR program in accordance with Federal, Tribal and funding agency records-keeping standards.
- Receive incoming mail, log as necessary, and distribute to staff, and receive incoming telephonic calls and provide appropriate information as requested within scope of knowledge of CHR activities, or direct to appropriate staff.
- Receive daily activity logs, enter information into Indian Health Services (IHS) data management systems, and prepare alternate resources claims (e.g., AHCCCS)
- Assist in the preparation of contractual proposals and programmatic planning by collecting, reviewing, and collating data, demographics, and other pertinent information.
- Assist in the preparation of annual operating and special project/activity budget proposals and coordinate budget implantation, management, reconciliation, etc.

2010 JAN 26 AM 10:30
OFFICE OF THE GENERAL COUNSEL
RECEIVED

- Assist clients seeking CHR services by providing information, referral to appropriate CHR services by providing information, referral to appropriate CHR staff or other health/service agencies, completing required forms, and securing information from client that will assist the CHR Manager, in decision-making for providing services.
- Apply Federal and Tribal standards and contractual provisions in planning, organizing, implementing, and directing community based health outreach services, conduct periodic quality assurance reviews of services, and implement required programmatic adjustments.
- Perform other duties and assignments as directed within the scope of duties and responsibilities, and/or Department activities.

EDUCATION and EXPERIENCE:

Must possess a high school diploma, or GED (General Education Diploma), completion of post-high school stenographic or secretarial program of study, or minimum of two (2) years secretarial experience, and typing with an accuracy of 60 or more words per minute.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of basic principles of health services. Possess skills in public and interpersonal relationship; oral and written communications; computer operations applying text documents, data management, and other office systems. Possess a current and valid Arizona State Driver's License. Must maintain confidentiality in accordance with the Federal Health Insurance Portability and Accountability Act. (HIPAA).

**SUBMIT COMPLETED APPLICATION TO:
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

or

FOR APPLICATION VISIT: <http://www.crit@nsn.gov>

UNDER THE TITLE VII OF THE CIVIL RIGHTS ACT SECTION 701(b) AND 703(i) EXPLICITLY EXEMPTS FROM COVERAGE THE PREFERENTIAL EMPLOYMENT OF INDIANS BY INDIAN TRIBES. THEREFORE, CRIT ACKNOWLEDGES AND EXTENDS PREFERENTIAL TREATMENT TO CRIT MEMBERS WHO QUALIFY TOWARD ALL EMPLOYMENT OPPORTUNITIES; OTHERWISE, CRIT DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS BASED ON RACE, COLOR, SEX, RELIGION OR NATIONAL ORIGIN.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

January 13, 2010

#05-2010

VACANCY ANNOUNCEMENT

DEPARTMENT: AHAKHAV PRESERVE
POSITION: NURSERY TECHNICIAN
SALARY: \$12.00/HOUR (\$24,960 ANNUAL)
CLOSING DATE: FEBRUARY 16, 2010 @ 5:00 P.M.

DESCRIPTION:

Located on the banks of the Colorado River in Parker, AZ, the Colorado River Indian Tribes' 'Ahakhav Tribal Preserve works to restore and protect native plants, wildlife and resources. Please visit www.ahakhav.com for more information on the Preserve and the Colorado River Indian Tribes.

DUTIES:

This position will have a variety of responsibilities to support the greenhouse/nursery in completing large plant orders for restoration projects. The Nursery Technician will oversee and participate in the germination process, care of seedlings and greenhouse maintenance, and supervise work crews as needed. Additional duties in the 3-acre park and on the restoration projects may be required. The Nursery familiarity with Arizona desert climate.

Additionally, the chosen applicant must be willing to transition to a permanent employee, as they will be considered for the full-time Nursery Director position. The Nursery Director will be in charge of all greenhouse/nursery activities, development of projects, seeking additional funding sources, and would ideally have experience growing, propagating, and caring for woody species and managing work crews. Benefits, including a pay increase, are available with the Nursery Director position.

QUALIFICATIONS:

A bachelor's degree in horticulture or a related field. Minimum of one year of experience working in a greenhouse or propagating plants, especially woody species. Experience managing a work crew preferred. The applicant must have excellent oral communication skills and the ability to work independently and as part of a small team. A flexible personality and good sense of humor are key, as well as a willingness to work outside in hot weather, often doing repetitive physical tasks. Spanish speaking is a plus. Applicants should also be comfortable working in a rural environment. Must possess a valid US driver's license and pass a drug test.

2010 JAN 14 AM 11:15
OFFICE OF THE CHIEF OF BUREAU
RECEIVED

For questions: email: stephanie.hines@crit-nsn.gov

APPLY AT:

**C.R.I.T. HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

OR

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

Under Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled RIT members who qualify toward all employees, or applicants based on race, color, sex, religion or national origin. Pre-employment drug screening enforced.

CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

January 12, 2010

VACANCY ANNOUNCEMENT

#03-2010

2010 JAN 14 AM 11:14

OFFICE OF THE ATTORNEY GENERAL
RECEIVED

DEPARTMENT: JUDICIAL
POSITION: COURT CLERK
SALARY: \$20,550
CLOSING DATE: OPEN UNTIL FILLED

SUMMARY:

Performs a variety of complex court clerk and clerical tasks involved in processing and maintaining records of all court proceedings in civil, criminal, Juvenile, and traffic cases. Provides information and assistance to law enforcement officer, attorneys, defendants, and court patrons. Provides general clerical assistance to the Judges and administrative staff. Court Clerks will be required to perform work in the following areas of the court: civil, criminal, traffic, and/or other areas as assigned and in accordance tot the Laws and Codes of the Colorado River Indian Tribes.

PRINCIPLE DUTIES and RESPONSIBILITIES:

CIVIL

- Opens, process and closes general civil, small claims and summary proceedings cases.
- Records and processes complaints and pleadings, distributes and files civil documents, enters case information into the computer, coordinates service of process, prepares legal documents, and enters defaults, orders and judgments.
- Receives, receipts and records fees and other monies. Notifies appropriate staff to issue refunds or distribute monies in accordance with court orders and procedures.
- Operates a computer terminal to enter, update, correct and access case information; and to produce computer – generated forms.
- Documents all case activity and other pertinent case information on court documents and in the computer; maintains case histories on each case.
- Provides information to attorneys, law enforcement officers, plaintiffs and defendants, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and civil proceedings in general.
- Schedules court proceedings and issues proper notices to the appropriate parties.

CRIMINAL

- Receives criminal and Juvenile complaints and related documents, opens case files, enters case information into the computer and files case documents.
- Receives, receipts and records bonds, fines, costs, and other payments.
-

Operates a computer terminal to enter, update correct and access case information; and produce computer – generated forms.

- Ensures that case files are ready and available for scheduled court proceedings. Checks in defendants, attorneys and others.
- Documents case activity and other pertinent case information on court documents and in the computer, maintains case history on each case.
- Distributes and recalls search and arrest warrant as authorized.
- Provides information to attorneys, law enforcement officers, defendants, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and criminal proceeding in general.
- Prepares and distributes jail commitments and other legal documents

TRAFFIC / FISH & GAME

- Receives, records and codes citations from law enforcement agencies, prepares case file and enters case information into the computer. Closes cases following dispositions.
- Receives, receipts and records fines, cost, bonds and other monies. Notifies appropriate staff to refund, forfeit and/or apply bond money to pay fines, costs and other assessments.
- Operates a computer to enter, update, correct and access case information; and to produce computer generated forms and reports.
- Provides information to attorneys, law enforcement officers, defendant, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and criminal proceeding in general.
- Schedules civil infraction informal hearings and issues notification to the appropriate parties.
- Monitors case files and initiates enforcement action on overdue citations. Prepares and issues default judgments, bond forfeiture notices.

REQUIRED SKILLS, ABILITIES, and KNOWLEDGE

- Working familiarity with the operation and applications of Computers, Data programs
- Ability to plan, organize and calendar administrative and court cases, activities, staffing, etc.
- Ability to effectively communicate both orally and in written form.
- Possesses an understanding of legal terminology and thorough knowledge of courtroom procedures.
- Bachelor's degree in Business or Public Administration or a closely related field and two (2) years of court related experience or any combination of education training and experience which demonstrates the ability to perform the duties of the position.

APPLY AT
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344
OR

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

Under Title VII of the Civil Rights Act Sections 701(b) and 703 (i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled CRIT members who qualify toward all employees or applicants based on race, color, sex, religion or national origin. Pre-employment drug screening enforced.

CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

January 12, 2010

#97-09

VACANCY RE-ANNOUNCEMENT

DEPARTMENT: C.R.I.T. Housing Improvement Program (H.I.P.)
POSITION: Carpenter
SALARY: \$8.50 - \$11.00 / Hour D.O.E.
CLOSING DATE: OPEN UNTIL FILLED

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OFFICE OF THE ATTORNEY GENERAL
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This skilled position involves the maintenance and repair of tribally-owned homes on the Colorado River Indian Reservation and under the direct supervision of the HIP Lead Man and indirect supervision of the CRIT Housing Improvement Director.

Responsible for efficiently and effectively repairing and improving prefabricated modular and stick-built homes. Must be able to work well with clients and HIP workers in a cooperative manner. Work hours are flexible (depending upon weather and other variables) and are set by the Lead Man through coordination with the HIP office. The worker must be prompt, reliable and dependable. Must be safety conscious at all times as the nature of the work is physically demanding. Work includes and is not limited to digging trenches, concrete pouring and finishing (slabs and foundations), block laying, rough framing, drywall hanging, roofing, finish carpentry, repair and installation of lighting fixtures, electrical switches and wiring, plumbing fixtures, cabinets insulation, heating and cooling equipment, appliances, screens, locks and general cleanup.

Shall be responsible for turning in receipts to HIP Secretary for billing and accounting purposes. Must have considerable experience and knowledge in the techniques of maintenance and repairs to buildings and equipment; safety requirements, and skill in the use and care of tools and equipment.

APPLY AT:

C.R.I.T. HUMAN RESOURCE DEPARTMENT

26600 MOHAVE ROAD

PARKER, ARIZONA 85344

OR

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

December 30, 2009

#118-09

VACANCY ANNOUNCEMENT

DEPARTMENT: CRIT LAW & ORDER

POSITION: PATROL OFFICER

SALARY: \$15.38/HR. (\$31,990.40)

CLOSE: OPEN UNTIL FILLED

DUTIES:

Under the supervision of a Sergeant preserves the public peace, protects life, and property. Prevents crime, enforces the laws of the Tribe and the State Governments. Arrests offenders, recovers property, and works cooperatively with Federal, State, County, City, and Tribal Police Agencies. Provides appropriate enforcement service. In executing the above, the Patrol Officer may be required to work rotating shifts, know applicable tribal, state and federal laws. Have knowledge of jurisdiction issues, and be prepared to deal with any form of emergency which threatens life. Be well schooled in the use of communication and enforcement equipment and be ready to use it in a concise, appropriate manner as describes by the situation. Officer must conduct themselves at all times in a proper manner, according to the rules and regulations of the Tribes and Arizona Peace Officers Standards and Training. Officers must maintain the strictest confidence in all that is hard and known through the position. Other duties may be assigned at the discretion of the Supervisor or Chief of Police to fulfill the Departments objectives or goals.

REQUIREMENTS:

AZ Post certification preferred. If not AZ POST certified must attend and satisfactorily complete a 17 week police academy for training. Applicant must be 21 years of age, have a valid Arizona driver's license. Have a high school diploma or GED. Must pass a general education written test, oral interview, a drug screen, a polygraph (lie detector) test, psychological test, medical exam, physical fitness test, and pass an extensive background investigation.

APPLY AT

C.R.I.T. HUMAN RESOURCES DEPARTMENT

26600 MOHAVE ROAD

PARKER, ARIZONA 85344

OR

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.

2010 JAN -4 AM 9:22
COLORADO RIVER INDIAN TRIBES
OFFICE OF THE ATTORNEY GENERAL
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December 14, 2009

COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

#117-09

VACANCY ANNOUNCEMENT

DEPARTMENT: JUDICIAL
POSITION: JUDICIAL CLERK OF THE COURT
SALARY: \$13.46 - \$15.38 D.O.E.
CLOSING DATE: OPEN UNTIL FILLED

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COLORADO RIVER INDIAN TRIBES
OFFICE OF THE CHIEF GENERAL COUNSEL
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SUMMARY:

Performs a variety of complex court clerk duties and clerical tasks involved in processing, maintaining and securing records of all court proceedings in civil, criminal, juvenile and traffic cases. Provides information and assistance to law enforcement officers, attorneys, plaintiffs, defendants and court patrons. Provides general clerical assistance to the Judges and administrative staff. Supervises, train, evaluates delegates and monitor assignments to Court Clerks. The Judicial Clerk of the Court will be required to perform work in the following areas of the court: civil, criminal, juvenile, traffic, Fish & Game or other areas as assigned and in accordance to the Laws, Codes and Rules of the Colorado River Indian Tribes.

PRINCIPLE DUTIES and RESPONSIBILITIES:

CIVIL

- Opens, process and closes general civil, small claims and summary proceedings cases.
- Records and processes complaints and pleadings, distributes and files civil documents, enters case information into the computer, coordinates service of process, prepares legal documents, and enters defaults, orders and judgments.
- Receives, receipts and records fees and other monies. Notifies appropriate staff to issue refunds or distribute monies in accordance with court orders and procedures.
- Operates a computer terminal to enter, update, correct and access case information; and to produce computer - generated forms, reports and court calendars.
- Documents all case activity and other pertinent case information on court documents and in the computer; maintains case histories on each case.
- Provides information to attorneys, law enforcement officers, plaintiffs and defendants, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and civil proceedings in general.
- Schedules court proceedings and issues proper notices to the appropriate parties.
- Serves as the Clerk for the court of Appeals.

CRIMINAL

- Receives criminal and Juvenile complaints and related documents, opens case files, enters case information into the computer and files case documents.
- Receives, receipts and records bonds, fines, costs, and other payments.
- Operates a computer terminal to enter, update correct and access case information; and produce computer – generated forms, reports and case calendars.
- Ensures that case files are ready and available for scheduled court proceedings. Checks in defendants, attorneys and others.
- Documents case activity and other pertinent case information on court documents and in the computer, maintains case history on each case.
- Distributes and recalls search and arrest warrant as authorized.
- Provides information to attorneys, law enforcement officers, plaintiffs, defendants, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and criminal proceeding in general.
- Prepares and distributes jail commitments and other legal documents.

TRAFFIC / FISH & GAME

- Receives, records and codes citations from law enforcement agencies, prepares case file and enters case information into the computer. Closes cases following dispositions.
- Receives, receipts and records fines, cost, bonds and other monies. Notifies appropriate staff to refund, forfeit and/or apply bond money to pay fines, costs and other assessments.
- Operates a computer to enter, update, correct and access case information; and to produce computer generated forms and reports.
- Provides information to attorneys, law enforcement officers, defendant, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and criminal proceeding in general.
- Schedules civil infraction informal hearings and issues notification to the appropriate parties.
- Monitors case files and initiates enforcement action on overdue citations. Prepares and issues default judgments, bond forfeiture notices.

REQUIRED SKILLS, ABILITIES, and KNOWLEDGE

- Extensive knowledge and familiarity with the operation and applications of computers, and various data programs.
- Minimum of 5 years experience and knowledge of personnel supervisory skills, ability to lead, solve problems, train, evaluate and coordinate the activities of the Court Clerks in accordance to program rules and regulations.
- Ability to plan, organize and calendar administrative and court cases, activities, staffing, etc.
- Ability to effectively communicate both orally and in written form.
- Possesses an understanding of legal terminology and thorough knowledge of courtroom procedures.
- Extensive knowledge of the Rules of the Court, collection of fees, and Child Support guidelines.
- Bachelor's degree in Business or Public Administration or a closely related field and five (5) years of managerial and court related experience or any combination of education training and experience which demonstrates the ability to perform the duties of the position.

APPLY AT
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344

OR

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

Under Title VII of the Civil Rights Act Sections 701(b) and 703 (i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled CRIT members who qualify toward all employees or applicants based on race, color, sex, religion or national origin. Pre-employment drug screening enforced.

CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

December 14, 2009

#116-09

VACANCY ANNOUNCEMENT

DEPARTMENT: MUSEUM
POSITION TITLE: STORE CLERK
SALARY RANGE: \$8.00 PER HOUR CLOSING DATE: OPEN UNTIL FILLED

DUTIES / FUNCTIONS:

This position is supervised by the Store Manager and reports directly to her. The Store Clerk is primarily responsible for the daily operation of the Museum Store. These duties include the operation of the cash register, handling cash receipts, the processing of payroll deductions and layaways, ordering and inventorying of stock, and annual equipment inventory, direct purchases from tribal artists, record keeping for the store, cleaning and maintenance of store area, conducting tours, and coordinating special store events. In addition, the Store Clerk provides support and manpower to other museum projects and staff; works and coordinates with other staff and departments when assigned. Other duties may be assigned as required or needed.

MINIMUM EDUCATION REQUIREMENT:

High School diploma or its equivalent is required for this position.

REQUIRED SKILLS and ABILITIES:

A background of at least one (1) year in retail sales is required. The ability to effectively communicate in English as well as a pleasing personal demeanor required. Applicant must have a valid Driver's License. This position requires both a sense of organization and attention to detail that must be demonstrated in previous work experience. Applicant must be honest and trustworthy. Applicant must be able to follow a regular work schedule and complete assignments within allotted time frame. Regular work attendance is required. Pre-employment Drug Screening.

For Employment Application visit: <http://www.crit-nsn.gov>

Or

Apply at: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344

Under Title VII of the civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian by Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to all enrolled CRIT Tribal members who qualify toward all employment opportunities; otherwise, CRIT does not discriminate against employees or applicants based upon race, color, sex, religion or national origin.

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**THE COLORADO RIVER INDIAN TRIBES OFFERS HEALTH and LIFE INSURANCE, PAID HOLIDAYS,
SICK LEAVE, ANNUAL LEAVE and 401K PENSION PLAN.
PRE-EMPLOYMENT DRUG SCREENING REQUIRED**



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

October 21, 2009

#102-09

VACANCY ANNOUNCEMENT

DEPARTMENT: CRIT TRIBAL COURT
POSITION: CHIEF PROBATION OFFICER
SALARY: \$32,000.00 (D.O.E)
CLOSING DATE: OPEN UNTIL FILLED

GENERAL SUMMARY:

Under direction of the Chief Judge. Performs and supervises work of considerable difficulty in planning, staffing, organizing, directing and controlling the activities of the adult and juvenile probation department, performs related work as required or assigned.

EXAMPLES OF WORK:

Develops and implements departmental policies and procedures for the provision of services; reviews program, services and functions of the agency to determine their effectiveness, efficiency, cost, and their adherence to policy; provides direction for the training of staff; Supervises probation officers, assigns and reviews all cases of work assigned to probation officer; prepares various reports and evaluates staff performance; communicates with the courts, law enforcement, related public and private agencies; analyses and responds to documents, reports, letters, memos, complaints, inquires and public relations situations; develops, implements and evaluates annual and long range goals; participates in strategic planning; participates in community education and resource development analyzes legislation, statutes and court rulings and recommends changes in policy and procedures as required; addresses governmental bodies, legislative hearing committees, public organizations and community groups.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

Comprehensive knowledge of the principles and practices of correctional casework and probation services; of methods and techniques of rehabilitation; Comprehensive knowledge of laws, statues and regulations pertaining to the provision of probation services. Considerable knowledge of administration, budgeting, personnel practices, staff supervision and development. Skilled in planning, organizing and directing multifaceted department; supervising professional, administrative and support staff; analyzing administrative problems and issues and adopting effective solutions; communicating effectively orally and in writing. Considerable skill in interviewing and counseling, ability to establish and maintain effective working relationships with others; communicate effectively, plan, organize and analyze administrative and rehabilitative problems and adopt effective course of action.

2009 DEC 14 AM 10:30

COLORADO RIVER INDIAN TRIBES
OFFICE OF THE ATTORNEY GENERAL
RECEIVED

MINIMUM QUALIFICATIONS:

A Bachelor's Degree from an accredited college or university preferably in behavioral science, social science, or criminal justice; or at least seven years experience in related field with at least four years of increasingly responsible experience in an administrative capacity. This position is FLSA overtime exempt. Computer Literate, e.g. Microsoft Word and Excel or other Data Base programs. Must have a valid Arizona's driver's license and be insurable under the Colorado River Indian Tribes Vehicle Insurance Policy.

APPLY AT:

C.R.I.T. HUMAN RESOURCE DEPARTMENT

26600 MOHAVE ROAD

PARKER, ARIZONA 85344

OR

FOR APPLICATION VISIT: <http://www.critonline.com>

Under Title VII of the Civil Rights Act Sections 701(b) and 703 (i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled CRIT members who qualify toward all employees or applicants based on race, color, sex, religion or national origin. Pre-employment drug screening enforced.

CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

October 30, 2009

#104-09

VACANCY ANNOUNCEMENT

POSITION: PATROL OFFICER – COPS Hiring Recovery Grant

SALARY: \$36,004 (\$17.31)

CLOSE: OPEN UNTIL FILLED

USDOJ has granted Colorado River Indian tribes funding for ONE (1) Sworn Patrol Officer position. The stipulations of the grant are that this officer must be Post Certified and commit to this position for a t least Four (4) years. Their salary and benefits will be covered by the COPS Hiring Recovery Grant Program. Even though this position is funded by an outside agency, the officer hired is responsible for adhering to the policies and procedures of the Colorado River Indian Tribes Office of Police Services and must abide by the laws of the Colorado River Indian Tribes government.

DUTIES:

Under the supervision of a Sergeant preserves the public peace, protects life, and property. Prevents crime, enforces the laws of the Tribe and the State Governments. Arrests offenders, recovers property, and works cooperatively with Federal, State, County, City, and Tribal Police Agencies. Provides appropriate enforcement service. In executing the above, the Patrol Officer may be required to work rotating shifts, know applicable tribal, state and federal laws. Have knowledge of jurisdiction issues, and be prepared to deal with any form of emergency which threatens life. Be well schooled in the use of communication and enforcement equipment and be ready to use it in a concise, appropriate manner as describes by the situation. Officer must conduct themselves at all times in a proper manner, according to the rules and regulations of the Tribes and Arizona Peace Officers Standards and Training. Officers must maintain the strictest confidence in all that is hard and known through the position. Other duties may be assigned at the discretion of the Supervisor or Chief of Police to fulfill the Departments objectives or goals.

REQUIREMENTS:

AZ or CA Post certification required. Applicant must be 21 years of age, have a valid Arizona driver's license. Have a high school diploma or GED. Must pass a general education written test, oral interview, a drug screen, a polygraph (lie detector) test, psychological test, medical exam, physical fitness test, and pass an extensive background investigation.

APPLY AT

C.R.I.T. HUMAN RESOURCES DEPARTMENT

26600 MOHAVE ROAD

PARKER, ARIZONA 85344

OR

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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OFFICE OF THE ATTORNEY GENERAL
RECEIVED

Under Title VII of the Civil Rights Act Sections 701(b) and 703 (i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled CRIT members who qualify toward all employees or applicants based on race, color, sex, religion or national origin. Pre-employment drug screening enforced.

CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



COLORADO RIVER INDIAN TRIBES

Human Resource

26600 MOHAVE RD
MANICOR, ARIZONA 85346
TELEPHONE (928) 660-1320 • FAX (928) 660-5263

Daniel Eddy Jr., Chairman

June 03, 2008

VACANCY ANNOUNCEMENT

#43-08

DEPARTMENT: COLORADO RIVER BUILDING MATERIALS, L.
POSITION: GENERAL MANAGER
SALARY: NEGOTIABLE / UNDER CONTRACT
CLOSING DATE: OPEN UNTIL FILLED

DUTIES:

General supervision over all management and operations of a general hardware and lumber store operated and owned by the Colorado River Indian Tribes. Responsible for all assets of the company and securing a satisfactory operating result. Duties and responsibilities include, but are not limited to the following and additional duties may be assigned from time to time:

- o Establishing company policy
- o Establishing budget for sales, inventory and expenses
- o Recruiting, selecting, promoting and dismissing of all employees
- o Determining authority and responsibilities of all employees
- o Reviewing performance and salary rates for all employees
- o Establishing a market plan, both short term and long term
- o Determining the merchandise lines to be carried for each department
- o Analyzing competition
- o Reports and works directly with the
- o Business Enterprise Board
- o Maintains good working relationship with the Enterprise Accountant and the Business Enterprise Coordinator
- o Meets monthly, and provides a written report to the Business Enterprise Board on the progress of business
- o Approves open charge accounts and works on collection of past due accounts
- o Handles any complaints about the store, and its employees
- o Schedules employees and
- o Proposes all capital expenditures for the business to the Business Enterprise Board

REQUIREMENTS:

Bachelor's degree or equivalent from an accredited college or university with major courses in business, accounting, marketing, management or any other related field, or high school diploma and/or equivalent and five (5) years experience in managing a profitable retail store. Must have two (2) years experience in a supervisory capacity. Must be honest and dependable. Must have valid Arizona Driver's license with a satisfactory driving record. CDL a plus, but not a requirement. Good health, must be able to stand and lift 25 lbs to 75 lbs. Must possess strong math skills. Must have basic computer knowledge and learn to operate the Rock Solid Retail software program used for sales. Must be dependable and have strong communication skills to effectively deal with customers, public and employees. Must have knowledge in plumbing, electrical, lumber, paint, hardware products. Must operate a forklift when necessary. May be required to work Saturdays, and Sundays. Will be required to pass a pre-employment drug test.

For Employment Application visit: <http://www.crrtonline.com>

Or

Apply at: CRRT Human Resource Department
26600 Mohave Road
Parlier, Arizona 85344

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(f) explicitly exempts from coverage the preferential employment of Indian by Indian Tribes. Therefore, CRRT acknowledges and extends preferential treatment to enrolled CRRT members who qualify toward all employees or applicants based on race, color, sex, religion or national origin. Pre-employment drug screening required.

CRRT offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



OFFICE OF THE CHAIRMAN

Office of Administration

26600 MCNAVER RD

PARKER, ARIZONA 85344

TELEPHONE (602) 669-1320 • FAX (602) 669-5283

Daniel Eddy Jr., Chairman

March 11, 2000

VACANCY ANNOUNCEMENT

15-08

DEPARTMENT: Colorado River Sand and Rock Enterprise

POSITION: Sales Manager/Batch Plant Operator

Salary Range: D.O.E.

CLOSING DATE: OPEN UNTIL FILLED

Function: Under the Direction of the General Manager incumbent with address all sales of material, concrete and asphalt. Will oversee the batch plants and dispatchers. Required to keep up with current market prices of products and set current prices of all products sold at the Colorado River Sand and Rock Enterprise. Approve all mix designs and slave analyst.

DUTIES, EDUCATION and RESPONSIBILITIES

- Five years experience in the Ready-Mix Concrete and Aggregate Industry
- Be familiar with Aci and ASTM Mix Designs
- Must have knowledge and understanding of preparing Concrete Mix designs in accordance with specific aggregates and cement weights with A.C.T., Cal Trans and various city requirements and make adjustments as needed.
- Knowledge on how to analyze sieve results and make the adjustments required to produce spec material
- Working with contractors, vendors, suppliers and customers
- Building and maintaining customer relations
- Knowledgeable and attentive to supervision and management requirements
- Monitoring production results of employees, improved production and quality products
- Must have knowledge and understanding of MSHA mining requirements
- Conduct safety meetings and meet all safety requirements
- Computer input for job setup, bidding and tracking system
- Prepare Price Quotes for Various Jobs
- Follow up on customer billing, take payments and non sufficient fund payments
- Have the ability to trouble shoot mechanical and electrical problems with Batch Plants, Jaw Crushers, Cone Crushers, Wet Plants, Heavy Equipment and Cement Mixers
- Must be able to operate Heavy Equipment
- Must possess a current Class "A" CDL and Medical Card
- Will be required to take over operations in the General Manager's absence
- Must be willing to perform above and beyond the job description to do what ever it takes to get the job done.

Apply: GRIT Human Resource Department
26600 McNavero Road
Parker, Arizona 85344

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CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



COLORADO RIVER INDIAN TRIBES

Office of Administration

ROUTE 1, BOX 25-B
PARKER, ARIZONA 85344
TELEPHONE (602) 669-1310 - FAX (602) 669-5263

Daniel Eddy, Jr., Chairman

March 7, 2008

VACANCY ANNOUNCEMENT

13-08

POSITION: General Manager- Sand & Rock Enterprise
SALARY: D.O. E. GLOBE: OPEN UNTIL FILLED

INTRODUCTION:

Under the Direction of the Colorado River Indian Tribes Business Enterprise Board of Directors, incumbent will provide direction, guidance, supervision and general management to the Colorado River Sand and Rock Staff.

DUTIES, EDUCATION AND RESPONSIBILITIES

- Five years experience in the Ready-Mix Concrete and Aggregate Industry
- Long and Short Term Growth Planning
- Projecting and meeting the budgeted costs in all areas of the plant operation
- Engineering requirements, tracking of equipment, purchase equipment
- Labor disputes
- Environmental, Mining and Reclamation planning
- Flood Control Engineering
- Permit Acquisition
- Mining and Acquisition Feasibility Assessment
- Mining Reserves Assessment
- Inventory Measurement and Assessment, meeting with the Arizona Rock Product Association.
- Working with the Corp of Engineers
- Working with Environmental governmental and activist groups, home owner or subdivisions associations
- Working with contractors, vendors suppliers and customers
- Working with Water Resources Governmental Groups, Bankers, Insurance and Financial Groups
- Building and maintaining customer relations
- Knowledgeable and attentive to supervision and management requirements
- Monitoring production results of employees, improved production and quality products
- Must have knowledge and understanding of MSHA mining requirements

KNOWLEDGE, SKILLS AND ABILITIES

- Must have knowledge and understanding of preparing Concrete Mix Designs in accordance with specific aggregates and cement weights with A.D.O.T., Cal Trans and various city requirements and make adjustments as needed
- Knowledge of Material Gradation and sieve analysis
- Computer input for job setup, bidding and tracking system
- Prepare Price Quotes for Various Jobs
- Follow up on customer billing, late payments and non sufficient fund payments
- Have the ability to trouble shoot mechanical and electrical problems with Batch Plants, Jaw Crushers, Cone Crushers, Wet Plants, Heavy Equipment and Cement Mfg.